



致：香港九龍協調道  
郵政局郵箱 29015 號  
稅務局局長收

To: Commissioner of Inland Revenue  
P.O. Box 29015  
Concorde Road Post Office,  
Kowloon, Hong Kong



**商業登記**

**通知更改業務名稱**

根據《商業登記條例》(第 310 章)第 8(1)條的規定，現通知貴局，下述業務已更改其名稱，詳情如下：

**Business Registration**

**Notification of Change of Business Name**

Pursuant to section 8(1) of the Business Registration Ordinance (Cap. 310), I hereby notify you that the following business has changed its name. Details are as follows:

*商業／分行登記號碼 *Business / Branch Registration Number	<input type="text"/>
生效日期 (附註 1) Date of Change (Note 1)	<input type="text"/> / <input type="text"/> / <input type="text"/> (日 day / 月 month / 年 year)
更改名稱的類別 (請在適當空格註上「×」號) Type of name to be amended (Please cross the appropriate box)	<input type="checkbox"/> 法團所用名稱 Name of Corporation <input type="checkbox"/> 業務名稱 Business Name <input type="checkbox"/> 分行名稱 Branch Name
<b>原有名稱 Original Name</b>	
中文 Chinese	<input type="text"/>
英文 English	<input type="text"/>
<b>新名稱 (附註 2) New Name (Note 2)</b>	
中文 Chinese	<input type="text"/>
英文 English	<input type="text"/>

簽署

Signature

簽署人姓名

Name of Signer

\*身分證號碼／護照號碼／商業登記號碼 (附註 3)

\*Identity card no. / passport no. / business registration no. (Note 3)

職位 (附註 4) (請在適當空格註上「×」號。)

Designation (Note 4) (Please cross the appropriate box)

- 東主 Sole proprietor  
 合夥人 Partner  
 主要高級人員 Principal officer  
 董事 Director  經理 Manager  秘書 Secretary

電話號碼 Telephone no.

日期 Date

\* 請刪去不適用的。 Please delete as appropriate.

## 附註

1. 變更發生日期前的通知恕不接受。
2. 中文名稱（包括符號及空格）不可超過 30 字，英文名稱（包括符號及空格）則不可超過 120 個字母。
3. 此通知書須經業務經營者簽署。
4. 《商業登記條例》（第 310 章）規定，在業務資料發生變更或結業後，業務經營者須於 1 個月內以書面通知稅務局局長。
5. 不遵辦上述任何事項，即屬違法，可處最高 5,000 元罰款及監禁一年。

## 收集個人資料聲明

你有責任提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請／通知將不獲接納。

你提供的個人資料將用於稅務及商業登記用途及可供任何人士根據《商業登記條例》（第 310 章）第 19 及 19A 條查閱，以根據該條例第 19B 條確定某項業務是否已根據該條例登記及已登記的業務的詳情。本局亦可能會把部分該等資料交給法例授權接收的其他人士。除了《個人資料（私隱）條例》（第 486 章）規定的豁免範圍之外，你有權要求查閱及改正你的個人資料。有關要求應向商業登記主任提出，其地址為香港九龍啟德協調道 5 號稅務中心 2 樓。

## 怎樣通知

- 填妥本表格或來信通知。本表格可在稅務局網頁 ([www.ird.gov.hk](http://www.ird.gov.hk)) 下載或使用「表格傳真服務」(2598 6001) 索取。
- 將來信或已填妥及簽署的表格（正本）：
  - 寄往香港九龍協調道郵政局郵箱 29015 號；或
  - 親身交到商業登記署，地址：香港九龍啟德協調道 5 號稅務中心 2 樓。
- 請勿將來信／表格傳真或電郵給商業登記署。

## Notes

1. Advance notice will not be accepted.
2. The length of the name (including punctuations, symbols and spaces) cannot exceed 30 characters for a Chinese name and 120 characters for an English name.
3. This notice must be signed by the business operator.
4. If there is any change in the business registration particulars or cessation of business, the business operator is required under the Business Registration Ordinance (Cap. 310) to notify the Commissioner of Inland Revenue in writing within one month of such change or cessation.
5. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.

## Personal Information Collection Statement

It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application / notification will not be accepted.

The personal data provided by you will be used for tax and business registration purposes and may be made available for public inspection pursuant to sections 19 and 19A of the Business Registration Ordinance (Cap. 310) so as to enable any person to ascertain whether a business is registered under that ordinance and the particulars of the businesses so registered, in accordance with section 19B of that ordinance. The Department may also give some of such data to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data. Such request should be addressed to the Business Registration Officer at 2/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.

## How to Notify

- By completing this standard form or by letter. This form can be downloaded from the Department's web site ([www.ird.gov.hk](http://www.ird.gov.hk)) or obtained from the Fax-A-Form Service (2598 6001).
- The letter or properly completed and signed form (**original**) must be submitted:
  - by post to P.O. Box 29015, Concorde Road Post Office, Kowloon, Hong Kong; or
  - in person at the Business Registration Office, 2/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.
- Please **DO NOT** send the letter/form to Business Registration Office by fax/email.